

Fayette
COUNTY

140 STONEWALL AVENUE WEST, STE 100
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5200
www.fayettecountyga.gov

"WHERE QUALITY
IS A LIFESTYLE"

FAYETTE COUNTY GOVERNMENT STUDENT INTERNSHIP PROGRAM

The Fayette County Board of Commissioners understands the value of investing in our community's young adults. The 2015 Summer Internship Program is designed to help you understand government, serve the community and develop working relationships with adults. It will enhance your classroom learning through practical career-related work experience, provide hands-on experience on how government works as well as challenge you to contribute to your community.

We are focused on promoting relevant on-the-job experience to develop informed individuals who will have increased understanding of what skills and knowledge are needed in the public service workplace. With guided supervision, you will be encouraged to think of creative ways to contribute to the community through various projects. It is our goal to help make your work experience valuable to your continued learning and to prepare you on your journey to success.

What you should know...

This internship is open to rising high school juniors and seniors who reside in Fayette County. Prospective interns must have parental consent to participate and a letter of recommendation from a school official (administrator, counselor, or teacher) would be helpful.

The 2015 summer internship has positions available in the following areas:

Animal Control	Kennel Technician Intern
Library	Library Intern
E911 Communication	Communications Office Assistant Intern
Environmental Management	Document Management Intern
Building Permits and Inspection	File Clerk Intern
Fire & EMS Department	EMS Technical Support Intern

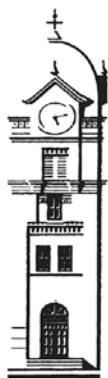
How to apply...

Students interested in an internship can visit www.fayettecountyga.gov for an application. All applications must be submitted by the deadline to Tameca White, Intern Coordinator at twhite@fayettecountyga.gov or at 140 Stonewall Avenue, West, Suite 100, Fayetteville, Georgia 30214 to be considered.

Application Deadline and Internship Schedule...

Application Deadline: June 1, 2015
Approval Notification: No later than June 19, 2015
Internship Period: July 6, 2015 through August 3, 2015

If you are awarded an internship you will be notified by email.



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Program Goals: Presenting opportunities to students to enhance classroom learning through job skills and understand working relationships.

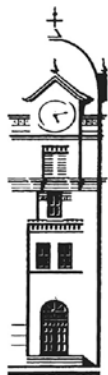
Enrollment Criteria:

1. Student and parents must consent to the student devoting the time necessary to complete assigned tasks.
2. Student must have reliable transportation to county facilities.
3. Student has no history of misbehavior or suspensions from school for any reason.
4. Student must submit completed internship application to Fayette County Intern Coordinator.
5. Any exceptions to the above criteria may be allowed at the discretion of the County.

Process:

1. Student submits Internship Application to Deputy County Clerk.
2. Student submits two letters of reference. Do not include a relative.
3. Student must submit one (1) page essay on topic provided. (See application)
4. Student must be willing to follow up on assignments and be open to new ideas and suggestions.
5. Students must be committed to completing the internship in its entirety.
6. Student must not be related to the employer.
7. Student is required to complete and sign Internship Agreement with signatures of parent and school administrator.
8. Student must attend **at least one** Board of Commission meeting. Meetings are held every 2nd and 4th Thursday of each month at 7:00 p.m. at 140 Stonewall Avenue, West, Fayetteville, Georgia 30214 in the Public Meeting Room.

9. Student must prepare a presentation on assigned projects and present experience to the Board of Commission for implementation. Parents are encouraged to attend.
10. Upon completion of internship, employer will complete a student evaluation form and submit hours worked.
11. Student will be mailed an evaluation form to be submitted by returned mailed to the employer.



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INTERNSHIP PROGRAM APPLICATION

Please submit applications by: June 1, 2015

Student Name _____ Today's Date _____

Home Phone _____ Cell Phone _____

Home Address _____

City, State, Zip Code _____ Email _____

Birth Date _____ Social Security Number _____

Parents/Guardian: Mother _____ Father _____

Student's School _____

Expected Graduation _____ Position applying for: _____

Other Related Courses/Programs Completed _____

Work Experience/Community Involvement _____

Current Skills *(include software programs you actively use)* _____

Distinctions, Honors, Awards and Other Recognition of Achievements *(include dates)*

Student's Interests and Career Goals _____

Do you require any special accommodations? (please explain) Yes ____ No ____

Emergency Contact Information:

Name _____ Relationship _____

Home Phone _____ Cell Phone _____

Home Address _____

City, State, Zip Code _____

Do you have reliable transportation? Yes _____ No _____

Are you available to work July 6, 2015 through August 3, 2015? Yes ☐ No ☐

Required Attachments:

- Internship Essay- one page essay, answering the following question. ***Why do you want to intern with the County and how would an internship benefit both yourself and the County?***
- Letter of recommendation from School Administrator (*if possible*)

Student's Signature _____ Date _____

Students DO NOT write below this line.

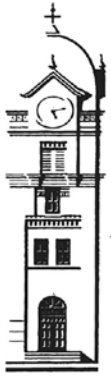
To be completed by a School Administrator.

Student's Status: Junior Senior

Administrator's Signature _____ Date _____

Contact Number _____

Fayette County shall not discriminate against any student on the basis of race, color, national origin, sex, religion, marital status, parental status, or disability.



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REFERENCES

Please list individuals familiar with your capabilities. Do NOT list relatives.

Name _____ Relationship _____

Profession _____ Years Acquainted _____

Phone Number _____ Street Address _____

City, State, Zip Code _____

Name _____ Relationship _____

Profession _____ Years Acquainted _____

Phone Number _____ Street Address _____

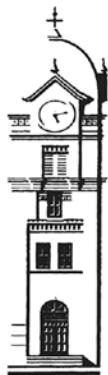
City, State, Zip Code _____

Name _____ Relationship _____

Profession _____ Years Acquainted _____

Phone Number _____ Street Address _____

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INTERNSHIP AGREEMENT FORM

Student Applicant

The purpose of this program is to assist _____, a student enrolled at _____ school in gaining hands-on experience available by working with adult supervision in a governmental work environment. I agree to the following:

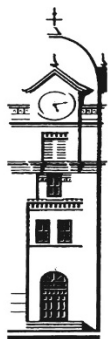
1. I am at least 16 years of age.
2. I have my parent's or guardian's approval if I am under 16 years of age.
3. I am a full-time student.
4. I am committed to completing the internship in its entirety.
5. I understand that student interns are expected to dress similar to what is required by other employees at the worksite.
6. I may discontinue the internship relationship at any time for any reason not prohibited by law.
7. I understand there is no guarantee of continuous employment.
8. I understand that as an intern, I am not a company employee.
9. I understand that this is an unpaid internship program and I will not receive a salary, wages, or other compensation.
10. I understand that during the internship I may come across confidential business information. By accepting this internship offer, I acknowledge that I must adhere to the County's confidentiality policy.
11. I understand that upon conclusion of the internship, I must return all company-owned property, equipment, and documents, including electronic mail or other information.

Student's signature _____ Date _____

Parent/Guardian of Student Applicant

I have read the above Internship Agreement, and have discussed it with my child. I realize that an adult, appointed by Fayette County, will supervise my child during the internship period. I have a clear understanding of the program objectives and I am willing to support my child's participation. Because my child is not an employee of Fayette County, I understand that Fayette County is not liable for any injuries that he/she may sustain while completing the internship. I further understand that it is my child's responsibility to inform me of any changes in the requirements or the work schedule made after my signature. By signing this agreement, I agree with the content in its entirety.

Parent's Signature _____ Date _____



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JOB DESCRIPTIONS

ANIMAL CONTROL

Position: Kennel Technician

Hours requested to work per week: 12

Days requested to work per week: 3

Example: Hours are 8 am-12 pm, Monday, Wednesday, and Friday (although days of the week are flexible)

Job Description: This position is an entry level kennel position for someone who loves working with animals. Duties include: basic cleaning and sanitizing of a kennel area to create a comfortable, healthy environment for homeless animals, walking and exercising dogs and puppies, grooming and socializing cats and kittens, providing basic medical care such as cleaning wounds, applying ointments and eye drops, and administering vaccines, greeting the public and talking to them about responsible pet ownership and showing adoptable animals. Creative ideas such as taking photos of adoptable animals and creating fund raising projects or food drives are encouraged.

Intern will report to: Animal Control Director

JOB DESCRIPTION

Library

Position: Library Intern

Hours requested to work per week: 8-20

Days requested to work per week: any

Job description:

This position requires clerical skills, technology, alphabetizing and general knowledge of the library. The tasks include shelving materials, shelf reading (making sure books are in order), applying spine/genre labels to books, shifting books from one shelf to another, cleaning books and shelves, sorting and alphabetizing books. These tasks involve handling cleaning products, standing, stooping, and sitting for long periods of time.

This position may be able to help with children's programs (making copies, gathering supplies in the office, setting up, cleaning up and crowd control) and helping patrons find books (sometimes using the PINES OPAC).

Intern will report to: Erin Wen, Children's Librarian and Charlotte Sturgell, Library Assistant

JOB DESCRIPTION

E911 Communications

TITLE: Communications Office Assistant-Intern

DEPARTMENT: Communications, Fayette County

JOB SUMMARY: This position is responsible for assisting admin staff with their daily tasks.

MAJOR DUTIES:

- Assists with clerical and receptionist duties
- File
 - Training records
 - Assorted correspondence
- Computer Data Entry
 - Training records
 - Completing entries in an excel file
 - Completing entries in a training record file
- Verify inventory
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of computers
- Keyboarding/Typing
- Knowledge of Windows software programs
- Knowledge of non-automated maps
- Telephone etiquette
- Skill in interpersonal relations
- Skill in oral communications

SUPERVISORY CONTROLS: The Communications Director and/or the Training Officer assigns work in terms of general instructions. The supervisor checks their work for accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the county policy manual; county 911 directives; the county loss prevention manual; GCIC and NCIC policies and rules.

COMPLEXITY: The work consists of varied administrative and clerical duties.

SCOPE AND EFFECT: The purpose of this position is to assist the administrative staff in filing and data entry.

PERSONAL CONTACTS: Contacts are typically with E911 Center personnel, law enforcement personnel, firefighters, emergency medical providers, representatives from external agencies, and members of the general public.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The intern occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in a communications center.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Successful completion of Georgia Crime Information Center (GCIC) Security and Integrity Course (Internet Based) within four (4) hours of beginning assignment at the E911 Communications Center.

MINIMUM QUALIFICATIONS

- o Ability to read and write at a level commonly associated with their grade of school or equivalent.
- o Ability to successfully pass a background investigation conducted by the TAC Officer and possibly a Driver's History/Criminal History.

Note*...Due to the sensitive environment in which the Intern will be working it is necessary to complete a background investigation which is performed by in-house personnel. Any person in the center who may be inside the communications area is required by the State to take the GCIC Integrity Course.

JOB DESCRIPTION

ENVIRONMENTAL MANAGEMENT

Position: Environmental Management Document Management Intern

Hours requested to work per week: 20 hours per week

Days requested to work per week: 2.5 days.

The Environmental Management Department supports Street Lights, Solid Waste and Stormwater functions within Fayette County. We are seeking a highly-organized and motivated individual interested in learning electronic file management of the Street Light department. This individual will be responsible for organizing, scanning, performing quality control and assurance for all street light district files within the county. In addition this individual may provide administrative and customer service telephone support. Must be familiar with Windows Operating system and eager to learn.

Intern will report to: Vanessa Birrell, EMD Director

JOB DESCRIPTION

FIRE & EMS DEPARTMENT

Position: EMS Technical Support

Hours requested to work per week: 24

Days requested to work per week: 3

Job description: This position will assist in emergency medical support for research of various elements of supplies, contemporary service delivery options, EMS Billing practices, and cost saving measures. This position will assist with asset identification and tracking, new item analysis, and trend monitoring. The position will also assist with the production of monthly departmental reports on Q/A of data and operations. This position will also have the opportunity to “float” to other areas of the department such as Bureau of Fire Prevention, Operations, Training, and Emergency Management to gain perspective on the Administration and Operation of a modern Fire and Emergency Services organization. The ideal candidate will have a functional grasp of Microsoft Office products with emphasis on Excel and Word programming.

Intern will report to: Division Chief Steven Folden

JOB DESCRIPTION

BUILDING PERMITS & INSPECTION

Position: Special Projects Intern

Job description: - Special projects, filing, some lifting (light), Microsoft Office work.

Including scanning/shredding/disposing of all residential building permits currently housed at the storage facility. This will allow immediate access to the permits through pdf files.

Intern will report to: Steve Tafoya
